North Central Regional Transit District (NCRTD)

Resolution 2012-06

A RESOLUTION ADOPTING AND ESTABLISHING A GENERAL POLICY GOVERNING THE USE OF A FLEET FUEL CARD.

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et. seq.); and

WHEREAS, the NCRTD wishes to establish requirements for managing and using fuel cards for efficient and cost-effective fuel purchases when conducting District business; and

WHEREAS, this policy applies to all employees that operate NCRTD owned, fuel-powered vehicles; and

NOW, THEREFORE, BE IT RESOLVED that the North Central Regional Transit District Board of Directors hereby adopts the Fleet Fuel Card Policy as shown in Exhibit A attached hereto and made a part of this Resolution.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10TH DAY OF FEBRUARY, 2012.

Rosemary Romero, Chair

Approved as to form:

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
Fleet Fuel Card Policy
Exhibit A

PURPOSE

The purpose of this general policy is to ensure that those employees and other users authorized by the North Central Regional Transit District (NCRTD or District) to conduct NCRTD business ('authorized users') use the fleet card appropriately so that the District's financial resources are appropriately utilized and accounted for and that fleet assets are efficiently and cost-effectively operated and managed. The Executive Director will promulgate and issue administrative and operational procedures for the implementation of this policy.

BACKGROUND

The fleet card program offers authorized users a widely accepted fleet card for the purchase of fuel necessary for the safe, efficient operation of District vehicles. Wright Express Fleet Services (hereinafter WEX) provides the fleet card program to the state through a contract managed by New Mexico General Services Department, State Purchasing Division

The fleet card program also includes a reporting function that helps track vehicle usage and costs. The District Fleet Management Information System collects and utilizes this information in order to ensure the effective, efficient utilization of District vehicles and financial resources

FLEET FUEL CARD POLICY

Administrator

The Executive Director will designate a Fleet Card Administrator to oversee and manage the fleet card program at the North Central Regional Transit District.

Fleet Cards Assigned to Vehicles

A fleet card will be issued to each NCRTD vehicle.

Fleet cards are to be used for retail purchases of fuel used in District vehicles.

Only one fuel card shall be issued to a District vehicle.

All Fleet Cards

Employees required to drive vehicles will receive a Driver Identification Number (DIN) that can be used with any fuel card assigned to vehicles operated by the NCRTD. The issuance of DINs will be managed by the Fleet Card Administrator utilizing WEX Online™.

Acceptable Card Uses

Acceptable purchases using a fleet card are fuel purchases only and only for the operation of District vehicles.

Fuel Purchases

Fuel Purchases are restricted to self-service regular unleaded fuel for those vehicles that use unleaded fuel or diesel fuel for those vehicles that use diesel fuel.

Non-Fuel Purchases

Non-fuel purchases are restricted to vehicle washes for those vehicles that can be *safely* driven through a self service carwash.

Unacceptable Card Uses

The Fleet card shall not be used for any purchase other than fuel related to the operation of District vehicles.

Use of the Fuel Card for Personal Purchases Prohibited

Under no circumstances is an employee permitted to use the fuel card for personal purchases including fuel for personal vehicles or other non-District owned or operated vehicles.

Consequences of Improper Use

Prohibited uses will result in disciplinary action, up to and including termination from NCRTD employment and criminal prosecution.

Card Controls

Card Controls are controls that are placed on fleet cards by the Fleet Card Administrator at the fleet card vendor level. There are two basic types of controls: soft controls, in which Fleet Services is notified about a purchase that appears to be outside the scope of normal card purchasing, and Hard Controls, which disallows products or dollar amounts that are outside the scope of normal card purchasing.

Card Spending Limits

Cards are limited to a reasonable number of transactions with a preset dollar limit. These limits are set based on typical needs for normal vehicle operation. Limits will be reviewed on a regular basis and, if needs and economic conditions dictate, adjusted accordingly.

Finance Department "Audit" Process

This audit will be conducted on a random sample basis, with an appropriate sample percentage of transactions reconciled each month, based on the volume of transactions.